STUDENT HANDBOOK

1961-1962

Queens College, Charlotte, N. C.

STUDENT HANDBOOK

1961-1962

Published by
The Student Government Association
Queens College

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HANDBOOK STAFF

EDITOR: Mary Bruce Grimsley

Mary Campbell
Elizabeth Carmichael
Elizabeth Jenkins
Margaret Lee
Polly McClure
Virginia Rose

Calendar for Session 1961-62

1961

September 14	Thursday	Residence halls open to freshmen and transfers 6:00 p.m. Dinner—Orientation program begins
September 15	Friday	Orientation program
September 19	Tuesday	Registration
		9:00 a.m. to 12:00 noon Upperclassmen
		1:30 p.m. to 5:50 p.m. Freshmen and transfers
September 20	Wednesday	Classes begin
November 22	Wednesday	1:15 p.m.—Thanksgiving recess begins
November 27	Monday	8:00 a.m.—Thanksgiving recess ends
December 19	Tuesday	1:15 p.m.—Christmas recess begins

1962

January 4	Thursday	8:00 a.m.—Christmas recess ends
January 27	Saturday	End of first semester
January 29	Monday	1:30 p.m.—Registration for second semester
January 30	Tuesday	Classes begin
March 24	Saturday	1:15 p.m.—Spring recess begins
April 2	Monday	8:00 a.m.—Spring recess ends
May 27	Sunday	Baccalaureate Service
June 1	Friday	End of second semester
June 3	Sunday	Commencement Convocation

The Student Government Association

The Student Government Association, a member of the National Student Association, extends a warm welcome to the campus community. We are looking forward to having you with us and to sharing with you the heritage of Queens. We hope that your college days here will be happy and meaningful.

The theory behind the development of student government rests upon the assumption that by giving students reasonable independence in governing matters, they will mature in their concepts of freedom and responsibility. This independence is reflected in every organization, the presidents of which compose one executive body, the Student Legislature. The purpose of this council is to initiate, pass, and bring to the Student Government Association for final decision such constructive bills as it shall deem advisable. It is through this council that students may best express their opinions.

Here at Queens we are privileged to live under a code which is based upon personal honor, individual responsibility, and cooperative effort. In striving to develop these high ideals in every phase of our activity, we feel that the foundations upon which the college was established will be strengthened. This code is embodied in our cherished honor system which permeates all college living and pays tribute to the maturity and integrity of each student.

The Student Government Association recognizes the worth of each individual and the value of her contributions. As free citizens of the college community, students have the right to question the foundations of rules to which they are held accountable and to voice their opinions in an honest and intelligent way on matters that concern them and their college. We urge you to use this handbook which presents college policies; we challenge you to accept the responsibilities and privileges offered for the enrichment of your life and that of Queens.

STUDENT GOVERNMENT ASSOCIATION

Honor Code

The purpose of the Judicial Board is to encourage a spirit of honesty and honor for its own sake by furthering the understanding and effectiveness of the Honor Code.

When a student signs the honor pledge, she accepts the honor system which is one of the most esteemed characteristics of the college. The three fundamentals which constitute the Honor Code are:

That each student be truthful at all times.

That each student respect the property of others.

That each student be entirely honest on tests, examinations, term papers, and all pledged work as designated by instructors.

The Judicial Board has the duty of investigating and taking action in any case involving a violation of the Honor Code. It may also hear cases appealed from the Resident Student Council. The penalties which may be set by the Judicial Board are suspension and expulsion unless there are extreme, extenuating circumstances. All decisions are subject to review with the Advisory Committee which is composed of the President of the College, the Dean of the College, and the Dean of Students.

Each student at the college is responsible for upholding the Honor Code and for reporting to the Judicial Board any violation of it.

THE FRESHMAN ADVISORY COUNCIL

The Freshman Advisory Council serves in helping new students in their successful orientation to college life. Through early contacts with incoming students, these advisors help their advisees to become a part of campus life. Students to act in this capacity are chosen because of their dependability and willingness to accept responsibility.

SOCIAL COMMITTEE

The Social Committee presents all social events sponsored by the college as a whole. Among these events are the annual Queens-Davidson Freshman Dance, the Christmas Dance, and a May Day Dance. The committee also strives to promote the best standards for daily living.

THE BUDGET COMMITTEE

The Budget Committee is composed of the treasurers of the various campus organizations, and the chairman is the secretary-treasurer of the Student Government Association. Its purpose is to formulate the budget for student activities.

THE HANDBOOK COMMITTEE

The Handbook Committee functions as the agent of Student Government through which this handbook is compiled and edited. The editor is appointed by the president of the Student Government Association.

NATIONAL STUDENT ASSOCIATION

Queens College is a member of the National Student Association, a federation composed of approximately 400 colleges and universities in the United States. There are more than a million students represented by N. S. A.; they are members of the association through their locally elected student government. N. S. A. is concerned with creating the interest and the responsibility necessary for good campus, community, and world citizenship.

Resident Student Government

Organization

Resident Student Council is composed of a president, secretary, treasurer, and the presidents of the various residence halls. It is the duty of the council, with the advice of the Office of the Dean of Students, to make and carry out regulations concerning the activities of the resident students.

Each residence hall has a House Council composed of the House President as chairman, the residing members of Resident Student Council, and members at large. The House Council is responsible for dormitory living and house discipline in accordance with the merit system.

The campus will be closed from 6:30 to 7:15 p.m. every Monday, at which time House Councils will hold their meetings. Resident Student Council will meet at 7:30 p.m.

Resident students will hold their regular meeting the first Wednesday of each month at 12:00 noon in Ninniss Auditorium. Attendance at these meetings is compulsory.

Life in the Residence Halls

The residence halls are opened at 7:00 a.m. every morning and are closed at:

11:00 p.m.	Monday through Thursday
11:30 p.m.	Friday
12:00 midnight	Saturday
11:30 p.m.	Sunday

Entering the dormitory after closing hours or leaving the dormitory before 7:00 a.m. requires special permission from the Dean of Students and the resident counselor.

Lights must be out in the freshman rooms by:

11:30 p.m.	Monday through Thursday
12:00 midnight	Friday
12:00 midnight	Sunday

Four times a month freshmen may keep lights on one hour past "lights out."

Permission to spend the night in another dormitory will be granted only for Friday and Saturday nights. This permission must be obtained from the House President of one's own residence hall and from the House President of the residence hall to which one goes.

Only upperclassmen may spend the night in another room in their own residence hall during the week.

Students admitted to the Infirmary should so indicate on their dormitory wall cards.

Guests:

Students may have overnight guests on the weekend only, with the exception of members of the family who may visit at any time. If the guest stays more than two nights, there will be a charge of $1.00 per night, unless permission to do otherwise is obtained from the Office of the Dean of Students. Students are required to register in the Office of the Dean of Students and with the House President for overnight guests previous to their arrival.

Day students are not allowed to spend the night in the residence halls during the week without special arrangements in the Office of the Dean of Students.

All guests are subject to college regulations, including hours of arrival and departure.

Men are not permitted in the residence halls except on occasions arranged with the Dean of Students.

Social Regulations

For absences from the college each student must sign out and in on her wall card, giving the complete and exact information. Signing in and out will be done in the dormitories. Special permissions will be granted in Burwell Hall.

When leaving campus before 7:00 p.m. during the day, resident students are requested to turn their wall cards to OUT. Day time limit is 7:00 p.m., however; and any student who leaves campus after this time must sign out.

To falsify in any way on wall cards and special permission cards is a very serious offense. A student is on her honor to be truthful at all times. No student may sign for another at any time.

Students are required to be on campus during the hours stated in the section on *Life in the Residence Halls.*

Special permissions:

Special permissions may be obtained in the Office of the Dean of Students from 10:00 a.m. to 12:00 noon and from 2:00 p.m.

to 4:00 p.m., Monday through Friday. Any student who receives a special permission must sign her special permission card by the time for which the permission was granted. Special permissions are necessary for the following:

Spending the night away from the campus.

Late return to the campus.

Any other deviation from rules as stated in the *Student Handbook.*

Special permissions from home:

Written permissions from home, in addition to special permissions from the Office of the Dean of Students, must be mailed to that office for the following:

To spend nights away from the college at places other than one's own home, the homes of Queens College students, or homes in Charlotte.

Beach parties or house parties.

Traveling with college age students.

Social privileges:

Upperclassmen with a 1. average for the previous semester who maintain this average for the current semester may use their own discretion as to the number of social privileges taken during the week.

Upperclassmen who do not have a 1. average for the previous semester may have three social privileges per week.

All first semester freshmen may have three social privileges per week to be used on Friday, Saturday, and Sunday nights. Freshmen may have visitors for fifteen minutes during the week from 7:00 to 11:00 p.m. When meeting these fifteen-minute visitors, the student must sign out; and if the visit exceeds fifteen minutes it is considered a late return.

Second semester freshmen with a 2.5 average may use discretion as to the number of privileges to be taken during the week.

All freshmen shall observe a closed study period from 7:00 p.m. to 10:00 p.m., Monday through Thursday. Freshmen with a 2.5 average will not be required to keep closed study the second semester.

Transfers will have privileges according to the class standing they are given on entrance to Queens College.

Upperclassmen may go off campus in the evening in a group of three persons.

For the first seven weeks two freshmen may go off campus in the evening with an upperclassman. After the first seven weeks freshmen may go off campus in the evening in a group of three freshmen.

Day time limit is 7:00 p.m. Any time spent off campus or any entertainment of a date after this hour will be considered a social privilege.

Sorority house slumber parties:

Permission to have a slumber party in one of the sorority houses must be obtained from the Office of the Dean of Students a week in advance. Full instructions will be given by each sorority president.

Each sorority may have two slumber parties a semester to be held on Saturday nights only.

Off-campus dating:

For the first seven weeks freshmen must double date with Queens students.

For freshmen, all dates must be met in Burwell Hall but may be dismissed at the front door of the residence hall.

On-campus dating:

Students and dates are not to sit in cars parked on campus.

Dates may be entertained on campus:

In the parlors of Burwell Hall.

In the Student Store and Recreation Room.

In sorority houses when double dating.

Written permission must be obtained from the Office of the Dean of Students to double date in the sorority houses.

Weekend absences:

Social regulations governing weekend absences from campus do not excuse students from absences from classes. Faculty regulations concerning class attendance take precedence over social regulations.

The General Permission Blank will be mailed to parents and guardians before the students arrive in September. No weekend will be granted until this blank has been filled in correctly, signed, and returned directly to the Office of the Dean of Students.

During the week only seniors may spend a night away from the college.

The number of weekend absences allowed is determined by classes and by scholastic averages:

Students who are on the Dean's List and maintain their standing, unlimited.

Seniors, 12 per semester.

Juniors, 10 per semester.

Sophomores, 8 per semester.

First semester freshmen, 4 per semester.

Second semester freshmen who have a B average (1.5–2.4), 8 per semester.

Freshmen may begin taking their allotted weekends after the first seven weeks of classes.

Transfers may begin taking their allotted weekends after the first four weeks of classes.

Overnight absences between semesters, after examinations, do NOT count as one of the allotted number.

A student may take a long weekend which will count as two of her regular ones. Long weekends may begin on Thursday and end Sunday at 11:30 p.m., or Friday and end on Monday at 6:30 p.m.

Each night over two taken in succession counts as an additional weekend.

Informal dress—Bermudas are permitted:

In the Student Store.

On back campus.

To practice music at night in Ninniss.

In Ninniss at R. A. sponsored movies.

On bicycles.

On dates only when the occasion calls for them.

Dances:

A written permission from the parents or guardian is necessary for each dance off campus which the student wishes to attend if she takes a weekend.

Permission will state where the student will be entertained over the weekend and by whom.

These permissions must come directly to the Office of the Dean of Students.

Information regarding hours and other details will be posted prior to each dance.

Smoking:

Smoking is permitted on campus:

In Belk Dormitory and Harris Hall.

In other dormitory lounges.

In the Student Store.

In the sorority houses.

In Burwell Hall in the television room.

Smoking off campus is permitted, but Queens students are expected to use their good judgment and to avoid being conspicuous at any time.

Drinking:

While under the jurisdiction and government of the college, Queens College students shall not drink alcoholic beverages or bring them on the premises of the college. Students are under the jurisdiction of the college from September through May except when they are in the homes of parents or guardians.

Sunday Activities

Church attendance is compulsory. Students are allowed seven church cuts a year which they may use at their discretion, provided they do not use more than four in one semester. Cuts taken in the case of illness shall count in the allotted number unless the illness is prolonged. Instructions for signing the church book will be given in each residence hall at the beginning of the year.

In keeping with the spirit of a Christian college, students are urged to maintain Sunday as a day of quiet, reverence, and dignity. Any activity which is not considered in good taste will be reviewed by Resident Student Council.

Automobile Regulations

Only seniors may have cars or the use of cars on the campus. The necessity for deviation from this rule must be taken to the Office of the Dean of Students. Any infraction of this rule will be dealt with by Resident Student Council and the Dean of Students.

Seniors must sign the agreement for the use of cars before the privilege is granted.

Fire Drills

Full instructions for fire drills will be given by the house presidents during Orientation Week.

Student Employment

Those wishing to participate in the work program on the campus should see the Business Manager.

Students are encouraged to participate in worthy community activities. *They should get permission for such from the Dean of Students.*

College policy does not permit resident students to hold jobs off campus. This includes baby sitting.

Students applying for scholarships should address their requests to the Scholarship Committee of Queens College.

Merit System

10 Merits Semester Plan

The following comprises the infractions and proposed number of merits to be deducted from the student's original ten merits granted her at the beginning of each semester:

Merits	*Infractions*
5	Late returns (up to ten minutes).
3	Improper chaperonage.
2	Failure to sign out.
2	Failure to keep phone duty.
2	Late according to S.P.

1	Failure to sign in.
1	Breaking closed campus on Monday nights.
1	Improper dress.
1	Each failure to sign church book.
1	Excessive noise.
1	Out of room during room-check.
1	Failure to dismiss date properly.
1	Failure to keep closed study.
1	Incorrect S.P. (or no S.P.) in the dormitory.
1	Breaking BUSY and ASLEEP signs.
1	Late lights (freshman residence halls).

When infractions total more than the granted 10 merits, the student will appear before Resident Student Council.

NOTES: The Student Government Association reserves the right to hold students responsible for conduct not in keeping with the general standards of Queens College, even though no specific rule for such conduct exists.

The Student Government Association and the administration of the college hold each student responsible for all information contained in the *Student Handbook*. Each student is expected to keep the handbook for reference during the year.

Freshmen Will Want to Know . . .

That a plain white daytime dress or skirt and blouse are essential for initiations and many college programs.

That a simple formal dress (length optional) is needed for formal dinners and receptions.

That two single bedspreads alike will permit roommates to exchange.

That standard equipment will require six single sheets (three contour and three regular), four pillow cases, and at least eight towels. Two blankets will be sufficient. One bath mat and one single bed mattress cover will do.

That windows are 72 by 40 inches. Each room has two windows, corner rooms have four. It might be a good idea to get curtains after you arrive. Students have found that the straight, thin, full curtains or cafe curtains are better for practical purposes than the ruffled kind.

That washable scatter rugs are practical.

That an extra pillow for propping up in bed to study might be helpful.

That if you are industrious, you might need an iron for pressing.

That radios are permitted if used judiciously. No TV sets or electric blankets are allowed.

That your family photographs and snapshots will be happy reminders of home.

That your name should be on every article of clothing and linen, etc., that you own. Use name tapes or indelible ink.

That the Queens College catalogue and handbook are especially important and helpful. *Know their contents before you arrive. Be sure to bring them with you.*

That raincoat, umbrella, and boots are standard equipment.

For you and your roommate to do together after you arrive . . .

Buy material for your closet curtain. The opening measures 80 by 30 inches.

Purchase such items as a small bookcase, a waste basket, and a small clothes rack on which to hang your personal laundry. All other laundry will be sent out from the college.

About money . . .

The College Bank will handle your account for you if you wish. Your parents may deposit any amount there, allowing you to draw on it, if you and your parents wish. This is a safe way to handle money.

The College accepts no responsibility for charge accounts or bills students may have in Charlotte or elsewhere.

Remember you will need to buy books at the beginning of the year and some at the beginning of second semester. You will need a monthly allowance for laundry, stamps, stationery, hose, dry cleaning, bus fare, and a few extras.

Day Student Government

Meetings

The Day Student Body will meet in Blair Union the first Wednesday of each month during the assembly period.

Activities for Day Students

Day students are urged to participate in all college activities, but they will find a special interest in the following events sponsored by their own group:

Summer parties for new students.

Black Friday auction in the fall and cookie sale in the spring, for the scholarship fund.

Faculty-Student coffee.

Visiting

Day students are invited to visit in residence halls over the weekends. Day students visiting in the dormitories overnight are requested to register with the Dean of Students and at the switchboard.

Day students wishing to have resident students visit in their homes should have the official hostess call the Office of the Dean of Students *during the morning office hours.*

All resident student regulations apply to day students while they are on campus.

Regulations Regarding Drinking

When a day student entertains a resident student in her home, she is expected to plan entertainment which would not be contrary to the principles of the college.

(See *Drinking,* section headed Resident Student Government.)

Regulations Regarding Use of Cars

Day students must sign the agreement for the use of cars on campus before the privilege is granted.

Queens Christian Association

PURPOSE

The immediate purpose of the Queens Christian Association is to guide each student in her understanding of the will of God through worship, study, and action, and to relate that understanding to her individual purposes, both in personal living and in working toward the Kingdom of God.

ORGANIZATION

Every student, faculty member, and staff member of the college is automatically a member of the Queens Christian Association. The Association is governed by a cabinet made up of a president, vice-president, secretary, treasurer, day student representative, freshman co-ordinator, and the chairmen of the various committees and commissions. There are two faculty advisors to the cabinet.

The Queens Christian Association is affiliated with the National Student YWCA, and through this membership participates in the National Student Christian Federation and the World Student Christian Federation.

COMMISSIONS AND COMMITTEES

In the program of the Christian Association, there are three areas of responsibility delegated to these commissions: Christian Faith and Heritage, Social Responsibility, and World Relatedness. There are also four committees established to carry out the work of Q.C.A.: Chapel, Discussion, Publicity, and Resources. These commissions and committees plan and carry out numerous activities throughout the year. Students are given many opportunities to serve on a commission or committee and to take part in the activities planned by these groups.

SERVICES AND ACTIVITIES

Among the regular activities planned and carried out by the Q.C.A. commissions and committees are chapel services, Sunday forums, dormitory prayer meetings, study groups, and off-campus retreats. In addition there are special seasonal activities and services.

A special week observed annually is Christian Re-emphasis Week, a week of services led by a visiting speaker. Worship, discussion groups, fellowship gatherings, and a special closing service make this week an important part of the college year.

Service to others is a vital part of any worthwhile organization, and all members of the Q.C.A. are invited to help in special projects throughout the year. One, selected annually by the students, is financed through their own campaign. Q.C.A. has brought foreign students to the campus, contributed to the Church of All Nations in New York City, and helped send a Queens student on the "Operation-Crossroads Africa" project. A White Gift Service at Christmas also is included in these special projects. The cabinet seeks to aid the community by encouraging students to participate in voluntary civic and church work and has an active program at Bethlehem Center, the Rehabilitation Center, and Memorial Hospital.

Recreation Association

PURPOSE

The Recreation Association strives to stimulate interest in and plan a program of recreation to suit the needs of each student, to promote athletic accomplishment, and to help develop a student's idea of sportsmanship.

MEMBERSHIP

Each student is a member of the Recreation Association and is entitled to enter into any sports or special activities and to use all Association facilities subject to college regulations.

ORGANIZATION

To govern the activities of the organization, there is an elected council made up of a president, vice-president, secretary, treasurer, class representatives, a day student, publicity chairman, a Dolphin Club representative, a Social Committee representative, and the physical education faculty members.

AWARDS

Those achieving honors in individual and group activities are presented trophies at Recreation Association Awards Day in May. There are three basketball trophies, a tennis trophy, Stunt Night Gallery and Stage trophies, and a Best Sportsmanship Trophy given annually to a senior.

ACTIVITIES

Such sports as swimming, golf, basketball, volleyball, bicycle riding, and softball are available. Throughout the year, tournaments are held in basketball, tennis, and swimming. A Play Day is held during September and Stunt Night in November. These are based entirely on class competition.

Campus movies are shown once a month and R.A. also sponsors certain social events during the year.

Sorority Life

The Greek letter sororities are secret societies made up of women who have been elected to establish a close affiliation with one another for the years of their college life and thereafter as college and sorority alumnae. These sororities have as their objectives the promotion of intellectual achievements and the development of high moral and social standards. These groups strive for a spirit of cooperation with the administration, with one another, and with the independent students on the campus.

Group training in sororities brings about social adjustment, develops leadership training, and sets up social standards and personal and public ethical ideals. Sorority life is valuable to the individual in that it serves to stimulate scholarship and makes possible additional group training which is a part of modern education. It makes contacts for the students with those of other institutions; and later acts as a force in keeping them, as alumnae, interested in college affairs. Sorority membership may also bring about advantages in business and social relations after one has left the campus.

What Is Panhellenic Council?

On the Queens campus there are six national sororities. When a student joins one of these, she is automatically a member of the Panhellenic group. Because there are too many members to hold effective meetings, there is a smaller group composed of two delegates from each sorority and called the Panhellenic Council. Since all sororities have a great deal in common in their aims, standards, and interests, they coordinate their activities through the Panhellenic Council which emphasizes cooperation among the sororities and directs inter-sorority functions. Another responsibility of Panhellenic Council is to formulate and administer rush plans, rules, and policies.

Once a year the sororities compete for the trophy given at the Inter-Sorority Sing. At Christmas, Panhellenic assists Q.C.A. in the White Gift Service. In the spring there is the Panhellenic dance for all of the students at Queens.

All sorority women are urged to take part in the Panhellenic activities at Queens, to strive to improve their academic standing, and to enjoy the many extracurricular activities.

Presidents of Queens chapters of National Sororities:

Alpha Chi Omega	Mary Lee Hale
Alpha Delta Pi	Genie Stallworth
Alpha Gamma Delta	Joanne Jones
Chi Omega	Ida Johnson
Kappa Delta	Polly McClure
Phi Mu	Alacia Lee
Panhellenic Council	Pat Sims

PANHELLENIC CALENDAR

October	Rush Week
November	Panhellenic Workshop
December	Sorority Sing
February	Initiation
March	Panhellenic Spring Dance

Individual sorority activities are many. Sunday night supper is served in the houses, and the sororities also have open house once a week. Parties, banquets, dances, picnics, and other activities are given each year by the members. Each sorority also has social service projects at orphanages, hospitals, old age homes, etc. Thus, sorority life can add many worthwhile experiences to the life of a student.

Sorority Obligations

When accepting a bid to a sorority, a student automatically pledges herself to meet certain obligations:

She promises to meet all financial obligations.

She promises to maintain creditable scholarship. All sororities require a scholastic average of C or above for initiation.

She promises to become a contributing member of her sorority, to share chapter responsibilities and duties, to work for the good of the sorority and Panhellenic.

The pleasure of belonging to a national sorority does not stop with college years and activities, but continues throughout one's life. Students will be able to continue their contacts as alumnae through alumnae groups; and it will be possible for them, as sorority women, to find congenial friends wherever they go. The individual should not forget, however, that the degree of pleasure derived from the sorority will be in direct proportion to what she contributes.

Pledge Fee	$15.00
Pledge Dues (per month)	5.50
Initiation Fee	50.00
Active Dues (per month)	8.00
National Dues (per year)	10.00

Pin—ranges from $10.00 to a possible $100.00

Rush Week

Rush Week is a period of from five to seven days in which those girls wishing to join a sorority are invited to rush parties given by the various sorority chapters. During the parties the "rushee" and the sorority members have an opportunity to get acquainted.

To begin the rush period, each "rushee" is invited by each of the six sororities to a thirty-minute party. The "rushee" will attend three of these half-hour parties on one day and three on the following day. Following the second day of the thirty-minute parties, the sororities extend invitations to their next four parties—one party on each afternoon for the next four days. On receiving invitations to this second series of parties, the "rushee" narrows her choice from a possible six sororities to four sororities. At the conclusion of this series of four parties the sororities again extend invitations, and at this time each "rushee" further narrows her choice from a possible four sororities to two sororities. Having narrowed her choice to two sororities, the "rushee" will attend the two final parties. Invitations to these parties do not necessarily indicate that the sorority will ask the girls to join their group, nor do the girls' acceptances of invitations indicate that they wish to join a particular sorority.

After the last party the girls will be asked to sign a preference card. Shortly after this, invitations to sorority membership are extended.

Rush Week is administered through the Office of the Dean of Students by Panhellenic Council. Students who are confused by rules or find their problems are the exception to the rule are urged to go to the Dean of Students or a member of the Panhellenic Council for advice and information. A *Panhellenic Handbook* will be given to each new student.

How to Choose

In choosing a sorority it is unwise for a student to make a decision about a group until she has met its members and those of other

groups. The "rushee" should respect and admire the standards of the group she selects.

There are no set rules for rating a sorority. The "rushee" should join the group that appeals to her; she should not be influenced by outsiders. Her own decision is the only one that is important since all groups are worthy of membership. Sororities change; the group to which relatives and friends have belonged may not be the one in which she will find her closest friends. She should, therefore, choose the sorority for the girls in the present group, not for its history or past reputation.

Students should go to rush parties with an open mind because it often happens that during this time a "rushee" finds a congenial group which she did not know previously. *It is a mistake for students to start rush week with their minds made up.* They should become acquainted with as many sorority groups as possible before making a decision.

Student Activities

ORB AND SCEPTRE

Orb and Sceptre is an honorary leadership organization which was founded at Queens College in January of 1961. It recognizes those students who have shown sensitivity and concern in the college community.

SIGMA MU

Sigma Mu is a regional honorary organization composed of faculty and students. Its purpose is to recognize high scholastic attainment of seniors and juniors and to encourage independent research. Only those seniors and juniors who have done work of merit and distinction are eligible.

MARSHALS

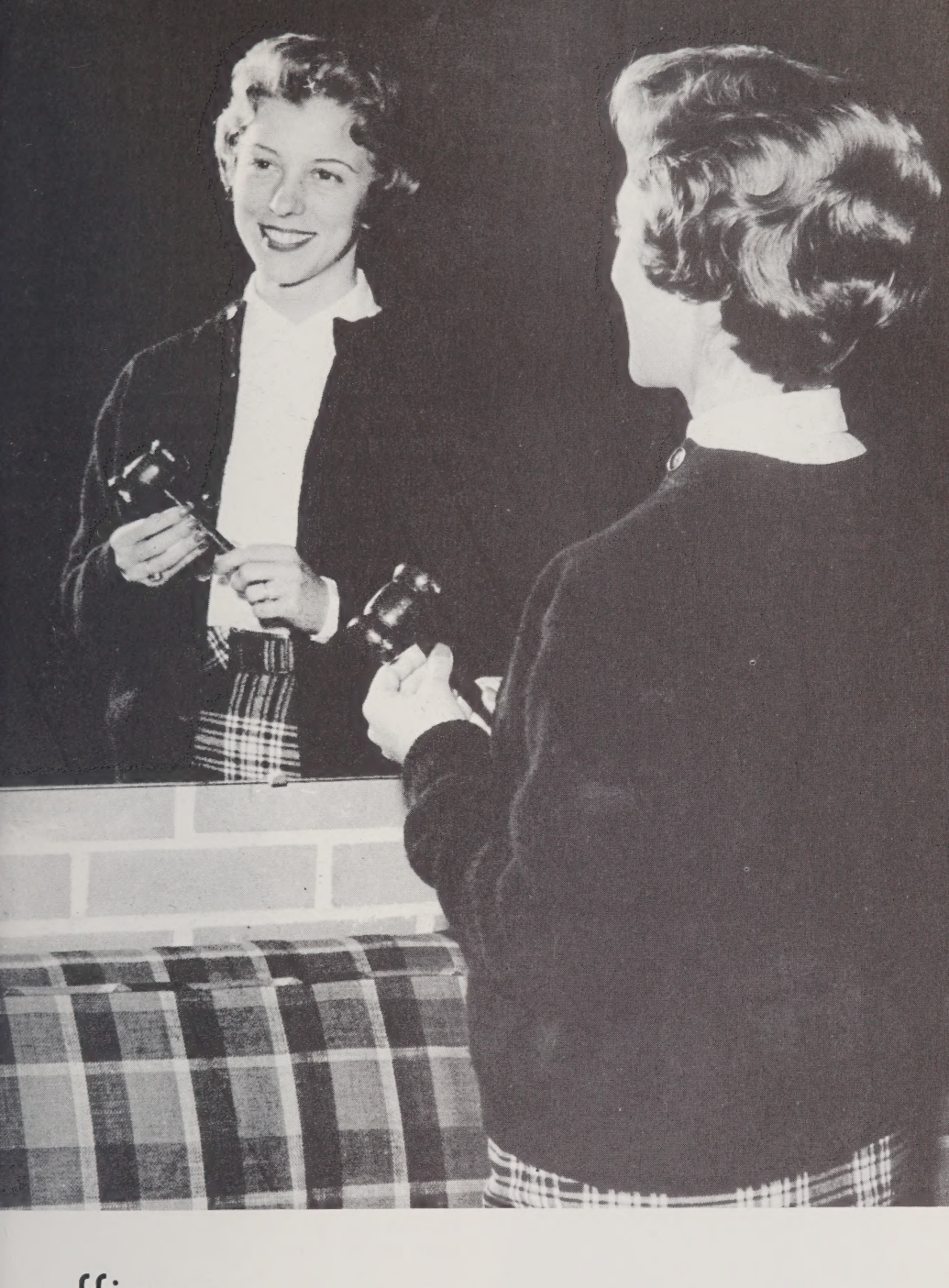
Marshals are the students who rank highest in academic standing in the three lower classes. The junior with the top average for three years serves as chief marshal. The two juniors ranking next, the two sophomores, and the two freshmen with the highest scholarship assist the chief marshal. The duty of the marshals is to serve as ushers at official college events throughout the year.

VALKYRIE

Valkyrie is an honorary organization which was established on Queens campus in 1937 and is made up of members selected in the fall from the sophomore class. Membership is based on outstanding leadership, citizenship, and scholarship during the freshman year. Valkyrie members usher at a number of college functions and carry on a service project during the year.

SIGMA UPSILON

Sigma Upsilon is an honorary fraternity for writers. Founded in 1906 and limited formerly to men's colleges, it now includes a small number of women's colleges. The Cakes and Ale Chapter at Queens was established in May, 1951. The organization encourages writing through regular meetings at which members read and criticize their own sketches, poems, and short stories. Membership is based primarily upon creative literary ability, interest, and active participation; members are elected twice a year from the upper classes. Faculty may be elected to associate membership.

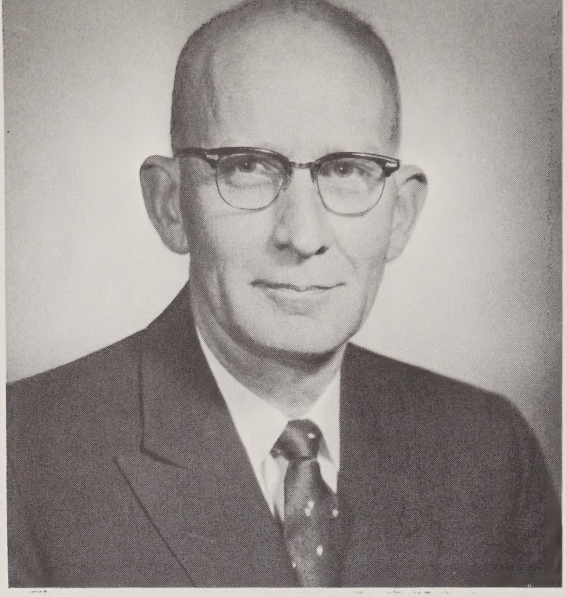


officers

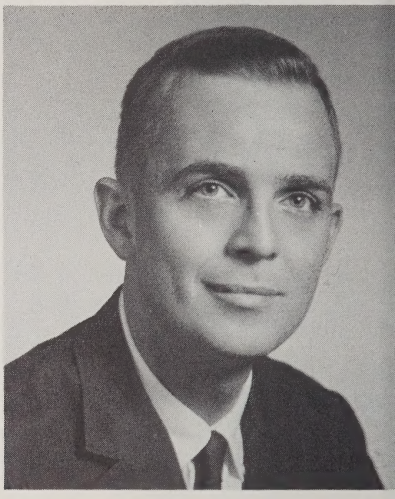
traditions

activities

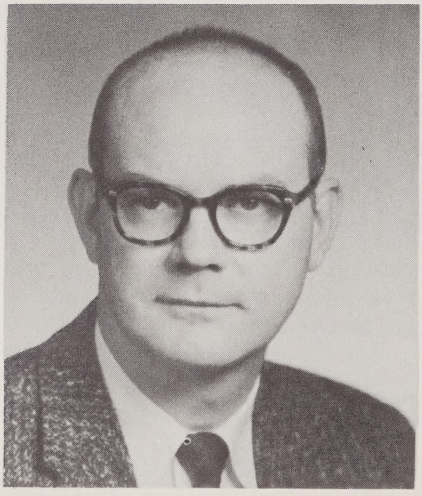
administration



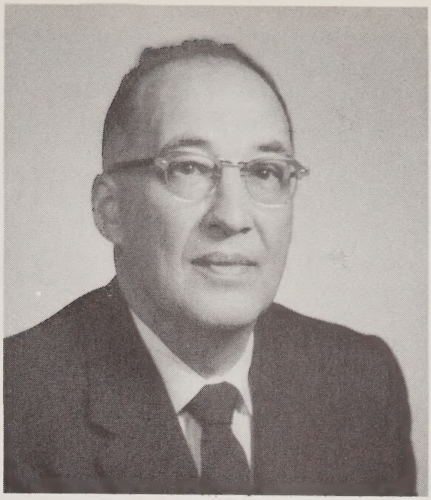
Dr. Edwin R. Walker
President



Everett E. Gourley, Jr.
Assistant to the President



Herbert E. Babb
Dean of the College



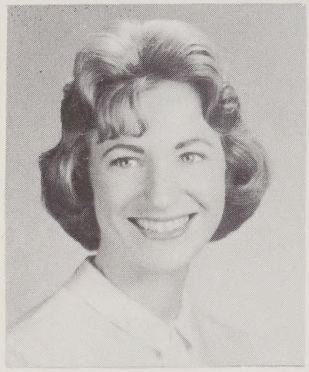
Don Farquharson
Treasurer
Business Manager

Mrs. Ann S. Gebhardt
Dean of Students

Miss Catherine M. Atkins
Registrar

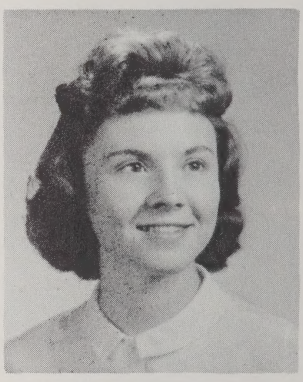
Miss Mildred L. Miscally
Director of Public Relations

presidents of campus organizations

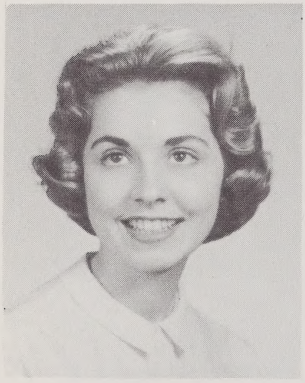


Ruth Scholten
President
Student Government Association

Linda Gashwell
President
Resident Student Council

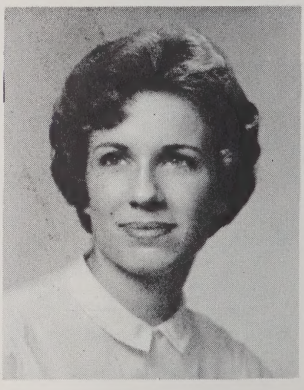


Jean Huddleston
President
Day Student Council



Ann Bloodworth
Chairman
Judicial Board

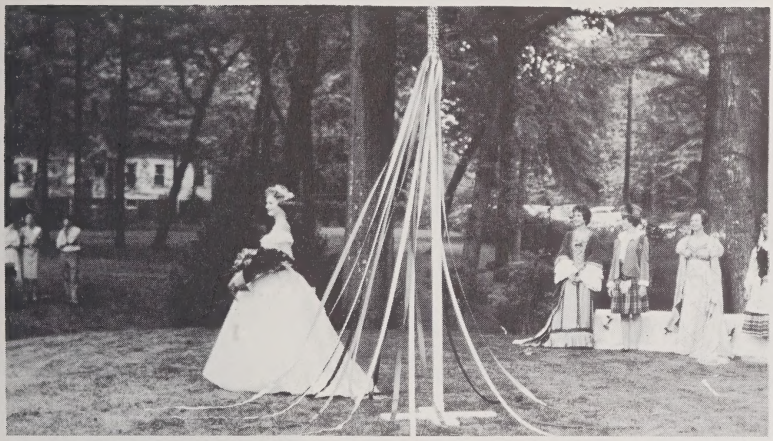
Sue Lane
President
Queens Christian Association



Virginia Rose
President
Recreation Association

traditions

Stunt Night



May Day

Senior Recognition Day

Boar's Head Ceremony

Student Legislature

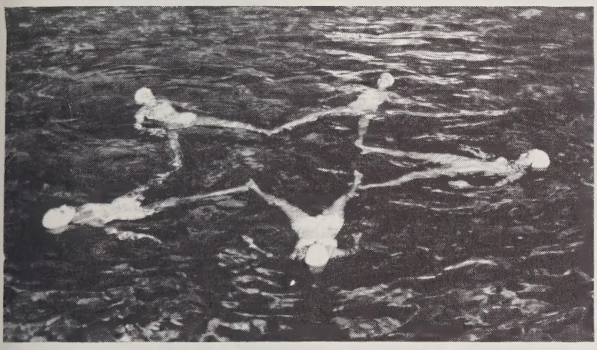
Choir

Publications

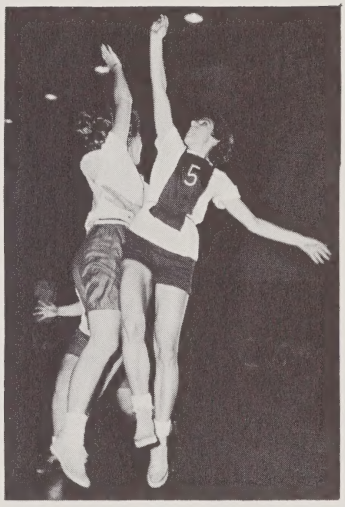
Freshman Week

Marshals

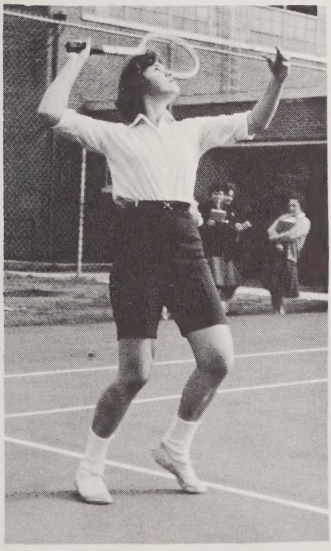
Queens Christian Association Chapel Services



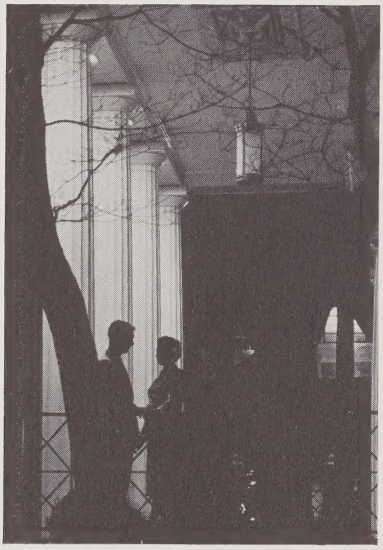
Dolphin Club



Recreation Association Tournaments



ROCK-OLA



DELTA OMICRON

Omicron Lambda chapter of Delta Omicron, international music fraternity for women, was established at Queens in May, 1959. The national organization was founded in 1909 at the Cincinnati Conservatory of Music. Membership is open to students doing major or minor work in music at the colleges having chapters, to music faculty in those colleges, to professional musicians, and to concert artists. Scholarship of high quality is requisite to membership.

QUEENS COLLEGE CHOIR

Membership is by audition only. Throughout the year the choir presents a number of concerts on campus, in the city of Charlotte, and at church services. Each spring the choir tours the Southeast.

HOME ECONOMICS CLUB

The purpose of the club is to cultivate good fellowship among members of the department and to promote interest in home economics activities. The club is affiliated with the North Carolina and the National Home Economics Associations. Each year the club helps other organizations design and make costumes for campus productions.

THE BIOLOGY CLUB

The Queens College Biology Club is composed of students majoring in biology. This is an organization to develop greater interest in the biological sciences and to inform students of the new developments and opportunities in the field. The club is affiliated with the North Carolina Collegiate Academy of Sciences, and Queens members attend the meeting of this group each year.

THE DOLPHIN CLUB

The Dolphin Club, a group of students skilled in swimming styles and synchronized swimming, plans and presents a water show each spring. Membership is by try-out only.

ART CLUB

The Art Club is an organization formed in 1961 to promote interest in and offer opportunity for learning about the arts. It is open to all interested students.

LOGOS

logos is the college literary magazine. Its purpose is to encourage and publish literary works, to foster student opinion, and to stimulate interest in current affairs. The magazine offers an opportunity for students with literary interests and aspirations to see their work in print. Poetry, fiction, essays, and book reviews are acceptable, as are pen and ink sketches and illustrations.

THE CORONET

The *Coronet* is the college yearbook which provides a factual and photographic record of the year as it will be remembered by each student.

THE FLIER

The *Flier* is a weekly publication which includes a calendar of events on campus, announcements which concern off-campus events, editorials, and articles written by students on subjects of interest to student, faculty, and administration.

SWATCHES

Swatches, a publication of the Student Government Association, includes pictures of the new students. It is compiled during the summer months prior to the new school year, and a copy is given to each student during Orientation Week.

NOTE: These activities are not to be confused with Activity Hours, which are a part of the college curriculum and are included and discussed in the college catalogue. Dramatics, photography, music, and other interests may be enjoyed through enrollment in the Activity Hours program.

Traditions

PARENTS' ORIENTATION PROGRAM

The Parents' Orientation Program is supervised by the Office of the Dean of Students. Parents of new students are invited to come to the college with their daughters and to attend special meetings. A program of scheduled events will be given to the parents upon their arrival.

COLLEGE RECEPTION

On the first Wednesday evening of the college year, a reception is given honoring new students and providing an opportunity for meeting members of the faculty and administration.

SENIOR RECOGNITION DAY

At the first Tuesday chapel of each year special honor is paid to the seniors by the administration, faculty, and students. The president of the senior class plans a special program and presides. The faculty and seniors wear academic dress and participate in the first formal academic procession of the year.

STUNT NIGHT

The annual inter-class Stunt Night, sponsored by the Recreation Association, is held the last Tuesday night before Thanksgiving.

Each class elects by popular vote a stunt night chairman and a gallery chairman.

After the stunt has been selected, it must be submitted to the Dean of Students for approval.

The expenses for each stunt must not exceed $5.00. This money is raised by each class.

Stunts are presented in the order of classes beginning with the freshman class.

The judges of the stunts consist of members of the faculty and staff of the college. The stunt and the gallery are judged on an equal basis.

Two cups are awarded on this night: one to the class having the best stunt and one to the class having the best gallery participation. These cups are passed down by the winning classes.

CHRISTMAS CELEBRATION

Boar's Head Dinner: In keeping with the English tradition which forms such an important part in the background of Queens College, Charlotte, the annual Boar's Head Dinner, a part of the tradition

of Queens College, Oxford, has become one of the most cherished events of the year. This dinner is the last formal event before the departure for the Christmas holidays. After the dinner, students gather around the Christmas tree in Burwell Hall and at this time announce their engagements. Immediately following these activities, a special Christmas worship service is presented by the freshman class in Belk Chapel.

Vespers: An inspirational Christmas program is given the Sunday before the holidays by Q. C. A. and the Queens College Choir.

STUDENT GOVERNMENT INSTALLATION

The president of Student Government and the Dean of Students plan a day in the spring when the student body officers are officially installed in a special chapel program. At this time retiring student officers exchange their robes with the incoming officers.

CONCERT-LECTURE SERIES

As a part of the year's program of educational assemblies, the college sponsors a series of lectures and concerts by speakers and artists from the fields of science, literature, politics, music, international relations, education, and sociology. These programs are presented at noon convocations and in the evenings. The series is financed by the student activity fee and is planned by a committee of faculty and students. There is also a special program of campus movies, sponsored by the Recreation Association.

MAY DAY

In a colorful pageant sponsored by the May Day Committee, Queens crowns her Queen of the May during the annual May Day festivities.

AWARDS DAY

At this time there is a presentation of all cups, trophies, and honors that have been won by individuals and campus organizations throughout the year.

Sports awards are presented at another time by the Recreation Association.

SENIOR WEEK

Near the end of the school year a special week of activities is planned for the seniors who are approaching graduation. The highlight of the week is "Skip-day" when seniors are excused from all classes.

Faculty Regulations

Class Attendance

Assumptions:

Students admitted to the college are capable of doing college work.

Students have demonstrated a reasonable level of performance in the execution of responsibilities in connection with other aspects of campus life.

Diligence in the execution of responsibilities is not essentially related to intellectual ability.

The need to be diligent in the execution of responsibilities is a desirable goal for all students.

Class attendance itself is not a goal of the institution. It is a most important means to the accomplishment of the unique responsibilities of the institution; but excessive emphasis upon this means, as upon grades, may result in a clouding of the real purposes of the institution and may make the accomplishment of these purposes more difficult or even impossible.

While delevopment toward intellectual maturity is the primary goal of the college, it is not the only desirable goal students must reach successfully during the years they are at Queens.

Intellectual development itself cannot be maximized if other desirable aspects of human endeavor are impoverished.

Participation in class work is not merely a personal and private responsibility. It also entails an individual's responsibility to the class group, the professor, parents, and the entire college community.

Policy:

Students are expected to keep all regular academic appointments.

Instructors should discuss their own attitudes regarding the importance of regular class attendance at an early meeting of their classes each semester.

Class attendance is primarily the responsibility of the student, and students are responsible for all assignments and all materials treated in class. Instructors are not expected to repeat class work or to tutor individually students who miss class work or class assignments due to absence from class. In instances where absences are due to illness or extreme emergency, students should receive every consideration from faculty members.

General procedure to be followed when a student's work markedly is not commensurate with her ability or when it is below the accepted standards of the institution (procedures to be initiated at any time during the semester when poor work is detected):

Instructor-student conference.

Communication with student's advisor if the student's work does not show improvement after a reasonable period of time.

Student-advisor conference.

Advisor-dean conference at the discretion of the student or advisor. The student, advisor, and dean may decide the further action indicated. This may include:

Notification of parents or guardian.

Placing the student on required attendance.

Loss of credit for the course. This should be applied only after the steps above have failed to produce results.

Special Regulations:

Any students absent from class within the 24 hour period immediately before or after a holiday without being excused by the Dean of the College will be placed on the required attendance list for all classes for eight class weeks following the end of the holiday.

A student on the required attendance list must attend all classes except one class meeting in each course, missed at her discretion. Students on required attendance may be excused by the Dean of the College, such excuses to be granted usually only in case of:

Personal illness.

Serious illness or death in the family.

Any student on required attendance who has an unexcused absence at mid-semester will be placed on required attendance for eight additional weeks. When a student is on required attendance through the last half of the semester and has an unexcused absence, .5 quality point will be deducted for each class missed, but not more than one (1.0) quality point will be deducted per class day.

Attendance Upon College Exercises

All students are expected to attend chapel on Tuesday and Friday, assembly on Wednesday, and convocations that are announced throughout the year. Freshmen are required to attend assembly on Thursday.

Each student shall be allowed a maximum of seven chapel or assembly absences per semester.

All candidates for degrees are required to be present for commencement rehearsal, baccalaureate service, and the commencement convocation.

Tests and Examinations

Permission to make up tests and final examinations must be received from the Office of the Dean of the College or from the Dean of Students.

Grading and Quality Point System

A—exceptional work ... 3 quality points per semester hour
B—good work ..... 2 quality points per semester hour
C—average work ..... 1 quality point per semester hour
D—poor work ..... 0 quality points per semester hour
F—failing work .. minus 1 quality point per semester hour
E—conditioned failure given at the discretion of the instructor; E may be changed to D or F after a re-examination.
I —incomplete work
When this work is completed, the student may receive any grade from A to F.

Activity Hour courses are graded *satisfactory* (S) or *unsatisfactory* (U).

Students receiving grades below C at mid-semester will be notified. At the end of each semester, grades will be reported for all academic courses and activity hours.

Quality Point Average

To obtain the quality point average for a semester or for a year, add the quality points earned and divide by the total semester hours carried.

Requirements for Class Standing and Graduation

The requirement for graduation is a minimum of 120 semester hours with a cumulative quality point average of at least 1.0 and a specified program of activity hours as stated in the Queens College catalogue.

	Semester Hours	*Quality Points*
Sophomore	24	18
Junior	54	48
Senior	90	84
Graduation	120	120

(plus a specified program of activity hours as stated in the college catalogue)

Eligibility To Continue

To remain in college a student must pass 18 semester hours of work during a session with a quality point average as follows:

.5 to return the second year
.8 to return the third year
.9 to return the fourth year

Dean's List

The Dean's List consists of students achieving unusually high scholarship. Students on this list must carry not less than 15 semester hours and must achieve not less than three A's and two B's in academic subjects. Seniors who are doing practice teaching and carrying only 12 hours of work must have three A's and one B in academic subjects.

Eligibility (to represent the college and hold office)

Students (including transfers) who maintain a quality point average of 1.0 or more the preceding semester are on the list of eligibility during the current semester.

Freshmen are considered on the list of eligibility until mid-semester.

Eligibility is also dependent upon chapel and assembly attendance.

Students on probation are not eligible to represent the college.

Adjustments To Be Made in Rooms

If new light bulbs, cord for pictures, bathroom repairs, or light fixture changes are needed, students file their requests on a form provided at the switchboard, where the maintenance engineer will collect all requests and attend to them in the order in which they were filed.

Electrical Equipment

In view of fire and insurance regulations and requirements, only the following electrical appliances may be used in the rooms: radios, record players, irons, hair dryers, sewing machines, electric razors, and coffee pots. No other electrical appliances and/or equipment may be permitted in the rooms.

College Property

Queens does not collect a regular breakage fee. If, through some accident, students damage or break college property, they will naturally wish to help defray the expense of repairs. Damage to walls, windows, and furniture, through the use of tacks and pencils, or by any unnecessary abuse will be estimated and charged to the students. *Students are not permitted to move furniture from one room to another without permission from the Business Office,* nor are they permitted to attach pictures and other ornaments to the walls or doors. Dishes, glasses, or silverware are not to be taken from the dining room.

No pets are allowed in the residence halls.

Care and Furnishing of Rooms

Students are expected to keep their own rooms in order. Each student provides her own bed linens, blankets, towels, and other linens. Often roommates enjoy selecting together their rugs, curtains, dresser scarfs, and other furnishings. The approximate dimensions for windows and closets in freshman dormitories are as follows: windows—72 by 40 inches; closet openings, 80 by 30 inches. (Closets in Long, Watkins, and Morrison Halls do not have doors.)

Laundry and Launderette

Both laundry and launderette services are available by agreement with local companies. The laundry regulations change from year to year; students will receive a copy of the regulations soon after their arrival at Queens.

Telephones and Telegrams

Students may use pay telephones in dormitories for local and long distance calls. Local telephones may be used for incoming calls to students and for campus calls. Such calls should be short and should not exceed five minutes. This is regulated by the dormitory house council.

Students sending telegrams may use any of the pay telephones. Telegrams are to be paid for when sent.

Trunks

At an announced date, trunks and hand luggage will be stored. Trunks and hand luggage cannot be stored in the hallways because of fire regulations; and, of course, good housekeeping will not permit it.

Salesmen on Campus

No person on or off campus shall sell or advertise for sale any merchandise on the campus without approval of the college administration. Students are to report to the Office of the Dean of Students the presence of any unauthorized persons.

College Bank

The college provides a student bank, located on the first floor of Burwell Hall; and students are urged to use it for the safekeeping of their money. Money may be deposited here or withdrawn during the banking hours which are from 10:00 a.m. to 12:00 noon and from 2:00 p.m. to 4:00 p.m., Monday through Friday.

The Student Store

The store is located on the lower level of Morrison Hall and contains the post office, the book store, a snack bar, and a recreation room.

Post Office: Each student will be assigned a post office box at the beginning of each scholastic year. Mail should be addressed: Queens College, Charlotte 7, North Carolina. The post office is under college and government supervision. It handles all incoming mail, except special delivery mail; but it does not handle money orders, outgoing C.O.D. mail, outgoing packages, insurance of packages, or registry of first class mail.

Books: At the Student Store students may purchase textbooks, stationery, and school supplies. Because these are sold at a minimum profit, business is done on a cash basis.

Printing and Duplicating

All printing and duplicating of programs, handbooks, or pamphlets for student organizations is handled through the Public Relations Office. The director of public relations will assist with the planning of printing. Material should be submitted at least two weeks before printed piece is needed.

Newspaper Publicity

The Office of Public Relations will publicize campus events. Material should be submitted at least a week in advance.

Dining Room and Food Services

Hours: Meal hours are as follows. The doors will be closed ten minutes after the ringing of the bell.

	Monday-Friday	Saturday	Sunday
Breakfast	7:30 a.m.-8:15 a.m.	7:30 a.m.-8:15 a.m.	8:30 a.m.-9:00 a.m.
Lunch	12:50 p.m.	12:00 noon	1:00 p.m.
Dinner	6:00 p.m.	5:30 p.m.	5:30 p.m.

Meals will be served only in the Dining Hall and in the Infirmary. If a student is too sick to attend meals in the Dining Hall, she should go to the Infirmary.

Dress: No student is to enter the Dining Hall improperly dressed. Kerchiefs are not to be worn during meals. When after dinner coffee is served in the parlors of Burwell on Sunday, students are requested to wear suitable dress. Announcements are made concerning such occasions when formal dress is required.

Special occasions and guests:

At formal dinners students remain standing until guests are seated. After dinner, students rise with the guests and remain standing until they leave.

Students who have guests must register them in the guest book in the Dean of Students' office. Meal tickets are purchased in the dining room from the hostess.

Other food services:

Any organization wishing help from the college dining hall in planning refreshments and meals for special occasions should make arrangements with the Office of the Dean of Students. This should be done ten days prior to the occasion. No food is to be taken from the area where served, with the exception of fruit, candy, and bag lunches.

Information Concerning Student Health

The health of the student is the direct responsibility of the Office of the Dean of Students and the college physician. Three registered nurses assist in carrying out the health program: one nurse is available at all hours. In case of an emergency, students should have the resident counselor or the house president call or go to the Infirmary immediately.

Information necessary for all students:

Each new student is required to have a health examination by her own physician before entering the college.

Other students must have annual summer check-ups by their physicians.

If any required immunizations have not been completed before registration, the student must have them done at her own expense.

Infirmary regulations:

Each bed-patient should take to the Infirmary the following items: tooth brush and paste, wash cloth, soap, towel, pajamas, and one blanket.

Infirmary regulations will be posted, and hours for treatment must be observed except for emergencies. Weighing must be done during consultation hours.

The college physician will hold free clinics at stated hours twice each week. If it is necessary to call a physician for a student at any other time, the cost of the visit will be borne by the patient.

Appointments with doctors and dentists are to be made by the college nurses or the Dean of Students. Students must provide their transportation to doctors' offices.

Individuals who take special medication for allergies, diabetes, etc., must notify the Infirmary staff. The student must pay for any prescription ordered for her.

Food will be served only to patients confined to the Infirmary except in case of an epidemic when there is no bed available in the Infirmary.

Nine o'clock bedtime will be observed by all Infirmary patients and absolute quiet is necessary after this hour.

No patient may have student visitors without the permission of the Dean of Students. Visits are to be brief and limited by the nurse.

No gentlemen visitors except members of the immediate family of the patient are received in the Infirmary.

Hospitalization:

At the discretion of her physician, a student may be sent to the hospital for treatment or surgery. Usually no operation will be performed, however, without the consent of parents or guardians.

No student may leave the hospital without proper dismissal by her physician who will notify the college. She may return home or to the college but will not go elsewhere without permission from the Dean of Students.

THE CONSTITUTION

OF THE

STUDENT GOVERNMENT ASSOCIATION

PREAMBLE

We, the students of Queens College, believe the theory behind the development of student government rests on the assumption that by giving students reasonable independence in governing matters, they will mature in their concepts of freedom and responsibility. Through a student government the worth of each individual and the value of her contribution may be recognized; and as free citizens of the college community, students have the right to question the foundations of the rules to which they are held accountable and to voice their opinions in an honest and intelligent way on matters that concern them and their college.

Article I—Name

The name of this organization shall be the Student Government Association of Queens College.

Article II—Purpose

The purpose of the Student Government Association shall be to foster self government, administer rules of government, enact legislation governing student life, and carry out the program of student activities.

Article III—Membership

All students of Queens College are members of this organization, providing they have fulfilled the requirement of accepting the Honor System and have indicated their understanding of the Queens College *Student Handbook*.

Article IV—Advisory Committee

There shall be to the Student Government Association an Advisory Committee composed of the President of the College, who will act as chairman; the Dean of the College; and the Dean of Students, who will act as a means of communication between the committee and the student body. This committee shall review legislation of the Student Government Association for approval or veto and shall advise the Student Legislature or other organizations and officers of the Student Government Association as requested.

Article V—Officers

A. The officers of the Student Government Association shall be elected by the members of the Student Government Association according to the election procedure described in Article III of the By-Laws of this constitution.

B. President of the Student Government Association whose duties shall be:

1. To plan agenda for and preside at all meetings of the student body.
2. To plan agenda for and preside at all meetings of the Student Legislature.
3. To call special meetings of these two groups.
4. To serve as the official representative of the student body.
5. To appoint in conference with the Dean of Students all standing committees with the approval of the Student Legislature.
6. To submit her work to the judgment of the Student Legislature.
7. To act as a member *ex-officio* of the Judicial Board.

8. To meet once a week with the Dean of Students.
9. To investigate the work of any Student Government official if necessary.
10. To act as chairman of the Executive Committee.
11. To invite to Student Legislature meetings any member of the student body who has a particular interest in the business that is being taken up at any given meeting.

C. First vice-president of the Student Government Association whose duties shall be:

1. To call and preside over all meetings of the resident students and the Resident Student Council.
2. To meet once a week with the Dean of Students.
3. To assist the president of the Student Government Association by acting as assistant representative of the student body.
4. To assume the duties of the president of the Student Government Association in case of the president's absence, resignation, or withdrawal until a new election can be held.
5. To act as a member of the Executive Committee.

D. Second vice-president of the Student Government Association whose duties shall be:

1. To call and preside over all meetings of the day students and the Day Student Council.
2. To meet once a week with the Dean of Students.
3. To appoint in conference with the Dean of Students a day student who shall act as the editor of *Swatches*.
4. To act as a member of the Executive Committee.

E. Secretary of the Student Government Association whose duties shall be:

1. To keep in permanent form the minutes of the meetings of the Executive Committee and of the Student Legislature.
2. To attend to the correspondence of the student body, Student Legislature, and the Executive Committee.
3. To type and submit for the Advisory Committee's approval any bill legislated by the Student Legislature.
4. To keep on file all synoptic reports and to give these reports at each meeting of the Student Legislature.
5. To act as publicity chairman of the Student Legislature.
6. To act as a member of the Executive Committee.

F. Treasurer of the Student Government Association whose duties shall be:

1. To keep a permanent record of all receipts and expenditures of the Student Government Association.
2. To present a report of receipts and expenditures at each meeting of the Student Legislature and upon request at meetings of the Student Government Association.
3. To act in the capacity of financial head of the Student Government Association.
4. To formulate a tentative budget for the Student Government Association for each academic year and to present this budget for discussion at the first regular meeting of the Student Legislature.
5. To serve as permanent chairman of the Student Budget Committee and

to assist the financial officers of each organization in preparing their budgets.

6. To investigate the budget of any Student Government Association organization.
7. To meet with the Business Manager of the college in the formulation of the budget of the Student Government Association.
8. To present the books of the Student Government Association to the Business Manager and Treasurer of the college for audit during the last week of February.
9. In paying Student Government obligations, the treasurer of the Student Government Association will have a check drawn by the Treasurer of the college and signed by both the Treasurer and the Assistant to the Treasurer of the college.
10. To act as a member of the Executive Committee.

G. National Student Association coordinator whose duties shall be:

1. To represent and/or arrange for the representation of the school at all regional and national meetings.
2. To refer all NSA programs and materials to proper student and campus agencies and to administer those programs which no other group is equipped to handle.
3. To correspond regularly with the regional and national officers of NSA and to maintain liaison with these levels of the organization.
4. To serve as a resource and information assistant in all activities of the Student Government Association.
5. To appoint with the approval of the Student Legislature any committee for the carrying out of NSA activities.
6. To act as a member of the Executive Committee.

H. Judicial Board chairman whose duty shall be to preside over all meetings of the Judicial Board, to act as a member of the Executive Committee, and to provide for the education of the student body and faculty in all matters related to the Honor Code.

Article VI—Resident Student Council

A. Purpose: The purpose of the Resident Student Council shall be to execute and enforce the social regulations of the Student Government Association, and to submit to the Student Legislature any legislation regarding the regulations of the resident students.

B. Officers:

1. Elected by the resident student body from the senior class:
   a. A first vice-president of Student Government Association.
   b. A hall president for each residence hall.
2. Elected by the resident student body from the junior class: A secretary to the council.
3. Elected by the resident student body from the sophomore class: A treasurer to the council.
4. Elected by the freshman class from the freshman class: A class representative to the council to be chosen at the end of the first quarter.

C. Duties:

1. The duties of the first vice-president shall be: (see Article V, Sec. C).

2. The duties of the residence hall presidents shall be:
   a. To keep order in her residence hall.
   b. To call and preside over all meetings of the residence hall.
   c. To conduct an election of a Hall Council to assist her in the execution of her duties.
3. The duties of the secretary shall be:
   a. To attend to all correspondence of the RSC and the resident student body.
   b. To keep in permanent form the minutes of the RSC and the resident student body.
4. The duties of the treasurer shall be:
   a. To have charge of and keep records of the finances of the organization.
   b. To present to the treasurer of the Student Government Association in the early fall a typed outline of the expected expenses of the coming year.
   c. To order the supplies of the organization.
   d. To serve as a member of the Student Budget Committee.

Article VII—Day Student Council

A. Purpose: The purpose of the Day Student Council shall be to execute and enforce the regulations of the Student Government Association related to day students and to bring before the Student Legislature any problems or legislation related to day students.

B. Officers and Members:
   1. Elected by the day student body from the senior class: A second vice-president of Student Government Association.
   2. Elected by the day student body from the senior or junior class: A vice-president to the council.
   3. Elected by the day student body from the junior class: A secretary to the council.
   4. Elected by the day student body from the sophomore class: A treasurer to the council.
   5. Elected by the freshman class: A freshman representative to Day Student Council.

C. Duties:
   1. The duties of the second vice-president of Student Government Association shall be: (see Article V, Sec. D).
   2. The duties of the vice-president shall be:
      a. To assume the duties of the president in case of the absence or resignation of that officer until another election can be held. A new president must be elected within two weeks after the resignation of the former president becomes effective.
      b. To be responsible for Blair Union.
      c. To assist the president in the execution of her duties.
   3. The duties of the secretary shall be:
      a. To keep in permanent form the minutes of DSC and the day student body.
      b. To attend to all correspondence of the DSC and the day student body.
   4. The duties of the treasurer shall be:
      a. To have charge of the finances of the DSC and the day student body.

b. To present to the treasurer of the Student Government Association in the early fall a typed outline of the expected expenses of the coming year.

c. To order the supplies of the DSC and the day student body.

d. To serve as a member of the Student Budget Committee.

Article VIII—Student Legislature

A. Purpose: The purpose of the Student Legislature shall be to initiate, pass, and bring to the Student Government Association for final decision such constructive legislative bills as it shall deem advisable.

B. Initiative: A legislative measure may be initiated by any member of the Student Government Association provided that measure has been put in correct form by the Draft Committee.

C. Procedure: Any student or organization wishing to bring a measure before the Student Legislature must take the measure before the Draft Committee. The Draft Committee will put this measure in the form of a bill and will turn the bill over to the Student Legislature for approval or veto. All measures must be taken before the Draft Committee before they can be considered by the Student Legislature.

D. Any bill passed by the Student Legislature must be approved by the Student Government Association and the Advisory Board before it becomes a law.

E. Members of the Student Legislature shall be: the president of the Student Government Association as chairman, the first vice-president of the Student Government Association, the second vice-president of the Student Government Association, the secretary of the Student Government Association, the treasurer of the Student Government Association, the National Student Association coordinator, the presidents of the senior, junior, sophomore, and freshman classes, the president of the Recreation Association, the president of the Queens Christian Association, the president of Panhellenic Council, the editors of *logos, Coronet,* and *The Flier,* and Judicial Board chairman.

F. All meetings of the Student Legislature will be open to the members of the Student Government Association.

G. The Student Legislature will have a regular meeting every other week. Special meetings may be called by the president of the Student Government Association.

Article IX—Judicial Board

A. The Judicial Board shall have two functions: to insure the understanding and effective working of the Honor Code, and to insure each individual the protection of her rights.

B. The following fundamentals constitute the Honor Code:

1. That each student shall be truthful at all times.
2. That each student shall respect the property of others.
3. That each student shall be entirely honest on all tests, term papers, examinations, and other pledged work.

C. For any violations of the above principles each student shall report herself to the Judicial Board within twenty-four hours after the misdemeanor. If this is not done, any witness or possessor of evidence must report the student to the Judicial Board immediately.

D. Officers and Members:

1. Judicial Board chairman who shall have had at least one year previous experience on the Judicial Board prior to her election as chairman.
2. Four members at large from the Student Government Association, two to serve for two years and two to serve for one year.
3. Members *ex-officio:*
   a. President of the Student Government Association.
   b. Hall president of student being tried if the case is one of appeal.

E. Jurisdiction: The Judicial Board shall have jurisdiction over the following:

1. Breaches of academic honesty.
2. Lying.
3. Stealing.
4. Any case appealed from the Resident Student Council.

F. Powers:

1. The Judicial Board has the power to investigate and take action in any case involving an infraction of the above.
2. The Judicial Board may call on any member of the Advisory Committee for assistance.
3. The Judicial Board has the right to hear any case appealed from the Resident Student Council that it deems worthy.
4. Any decision by the Judicial Board is subject to review by the Advisory Committee.

G. Penalties:

1. Upon agreement of the Judicial Board and the Advisory Committee a sentence of suspension or expulsion shall be referred to the President of the College.
2. In individual cases involving extenuating circumstances, the Judicial Board and the Advisory Committee shall agree upon an amendment to the penalty.

H. Meetings: The Judicial Board shall meet when necessary at the call of the chairman.

I. Oath of Office: "As a member of the Judicial Board of Queens College I shall endeavor to the best of my ability to perform those duties pertaining to my office. If I violate or have knowledge that another student has violated the Honor Code, I shall report myself or that person to the Judicial Board. I will endeavor to make the Honor Code a positive force in student living."

Article X—Publications Board

A. Purpose: The purpose of the Publications Board is:

1. To coordinate plans and endeavor to improve the publications of the Student Government Association.
2. To approve student publications contracts.
3. To make suggestions for faculty advisors to the publications. These advisors shall be chosen by the staffs of the publications.

B. Membership: The membership of the Publications Board is:

1. Editor and business manager of the *Coronet.*
2. Editor and business manager of *logos.*

3. Editor of the Queens College *Student Handbook.*
4. Editor of *The Flier.*
5. Director of Public Relations.
6. Business Manager of the college.
7. Faculty advisors of *logos* and the *Coronet.*

C. Four members of the Publications Board shall constitute a quorum; one of these must be the Director of Public Relations or the Business Manager of the college.

D. Duties:

1. The duties of the editor of the *Coronet* shall be:
   a. To supervise the publication of the yearbook, the *Coronet.*
   b. To appoint a business manager of the *Coronet,* an advertising manager, and class editors.
   c. To advise any staff member when necessary.
   d. To maintain the *Coronet* office.
   e. To hold regular staff meetings every two weeks.
   f. To plan the layout of the *Coronet* before June of the year in which she is elected.
2. The duties of the editor of *logos* shall be:
   a. To supervise the publication of the editions of *logos.*
   b. To appoint assistant editors and a business manager.
   c. To plan agenda for and preside at regular staff meetings, the time and place to be determined by the editor and the staff.
   d. To maintain the *logos* office.
3. The duties of the editor of *The Flier* shall be:
   a. To supervise the publication of the weekly *Flier.*
   b. To appoint typists, a news editor, and a circulation assistant.
4. The duties of the editor of the *Student Handbook* shall be:
   a. To plan and edit the *Student Handbook* with the Dean of Students as official advisor.
   b. To appoint assistants.
5. The duties of the Public Relations Director and the Business Manager as members of the Publications Board shall be to serve as the financial and technical advisors of the *Coronet, logos, Student Handbook,* and *The Flier.*

Article XI—Standing Committees

A. Regular Standing Committees:

1. The Executive Committee which shall have as its chairman the president of the Student Government Association.
2. The Student Budget Committee which shall have as its chairman the treasurer of the Student Government Association.

B. Appointed by the president of the Student Government Association and the Dean of Students with the approval of the Student Legislature:

1. A Draft Committee which shall draw up the petitions and bills for the Student Legislature. This committee does not have the power to reject

or accept requests by groups or any member of the Student Government Association.

2. A Handbook Committee and chairman who shall be responsible for printing and editing of the *Student Handbook*.
3. A student representative to the Concert-Lecture Series Committee who shall be a junior.
4. A Campus Drives Committee which shall be responsible for the selection and/or sponsoring of drives in answer to requests.

C. Appointed by the president of the Student Government Association, the Dean of Students, and the outgoing committee chairman with the approval of the Student Legislature:

1. A chairman of the Orientation Committee to be responsible for the planning of the orientation program and a follow-up program.
2. A chairman of the Social Committee to be responsible for the organizing of social functions.

Article XII—Amendments

The constitution may be amended by a two-thirds vote of the members present at any meeting of the Student Government Association held for that purpose, but the amendment must be proposed at a meeting of the Student Government Association at least one week before action is taken on it. The amendment must be approved by the Advisory Committee.

Article XIII—Right of Petition

All students have the right to bring petitions before any branch of the Student Government Association. A petition must be signed by twenty-five per cent of the members of the Student Government Association and be presented to the president of the association.

Article XIV—Membership

All members of the Student Government Association shall be members of the Queens Christian Association and the Recreation Association.

BY-LAWS

Article I—Quorum

The members present at a meeting of the Student Government Association shall constitute a quorum. The student body must be given twenty-four hours notice before a called meeting.

Article II—General Qualifications for Officers

A. To be eligible to hold office a student must have obtained a 1.0 average the semester prior to her election and must maintain this average.

B. To be eligible to hold office a student must have shown herself in harmony with the ideals and purposes of the Student Government Association.

Article III—Elections

A. Elections shall be held during the month of March.

B. Method of nominating candidates:

1. Election Committee
   a. The members shall be the president of the Student Government

Association; the first and second vice-presidents of the Student Government Association; presidents of Harris, Belk, Watkins, Long, and Morrison Halls; president of Queens Christian Association; president of the Recreation Association; and two members at large chosen by the president of the Student Government Association and the Dean of Students. All twelve members of this committee shall be seniors. The president of the Student Government Association shall act as chairman of the committee.

b. The duties of this committee shall be to nominate two candidates for each student government office. A person may be nominated for more than one office. It shall also be the duty of this committee to supervise elections and count votes for the various offices.

c. This slate shall be posted prior to the straw ballot.

2. Student Poll

a. The student poll shall be taken during the first week in March after the slate drawn up by the Elections Committee has been posted.

b. The polling shall be made of members of the student body wishing to make additional nominations for any office to obtain two more nominations for each office making the total of four nominations for each office.

c. The following provisions must be observed:

(1) On the poll every student shall be given an opportunity to suggest a candidate for each of the following offices: president, secretary, and treasurer of the Student Government Association; president, vice-president, secretary, and treasurer of Queens Christian Association; president, vice-president, secretary. and treasurer of the Recreation Association; May Day co-chairmen; National Student Association coordinator.

(2) Only day students shall submit on this poll nominations for second vice-president of the Student Government Association, vice-president, secretary, and treasurer of Day Student Council; and day student representatives to the Recreation Association and Queens Christian Association.

(3) Only resident students shall submit on this poll nominations for first vice-president of the Student Government Association, hall presidents, and the secretary, and treasurer of Resident Student Council.

(4) All members of the Student Government Association shall nominate candidates for membership on the Judicial Board, the number of nominations allowed on each poll blank being equal to the number of places to be filled on the Judicial Board. This includes both the chairman and the members at large.

(5) Editors of the *Coronet, logos,* and *The Flier* will be nominated by the Publications Board at a called meeting previous to Wednesday of the first week in March. There will be no individual nominations from the student body; however, students will be asked to make suggestions to the Publications Board before the nominations are made. Not less than two nominations shall be made for each position of editor.

(6) The student poll shall be taken by secret ballot.

(7) The student poll shall be taken in the place designated by the Elections Committee.

(8) Registration for the student poll shall be required.

(9) The Elections Committee shall appoint students to assist in supervising the student poll and the student elections.

C. Class standing of officers nominated on poll:

1. The following officers must be elected from the rising senior class: the presidents of the Student Government Association, Queens Christian Association, Recreation Association; first and second vice-presidents of the Student Government Association; and the hall presidents; and the Judicial Board chairman.
2. The following officers must be elected from the rising junior or senior classes: vice-presidents of Day Student Council, Queens Christian Association, and Recreation Association; and the editors of the *Coronet, logos,* and *The Flier.*
3. The following officers must be elected from the rising junior class: the secretaries of the Student Government Association, Resident Student Council, Day Student Council, Recreation Association, and Queens Christian Association.
4. The following officers must be elected from the rising sophomore class: the treasurers of the Student Government Association, Resident Student Council, Day Student Council, Recreation Association, and Queens Christian Association.
5. The following officers may be elected from any class: May Day co-chairmen, the members at large to the Judicial Board, National Student Association coordinator, the day student representatives to Queens Christian Association and Recreation Association.

D. Petitions:

A person may be nominated for an office by presenting a petition to the nominating committee with the names of 30 persons who are willing to support her for office.

E. Tabulation of poll results and preparation of ballots:

1. The Election Committee shall tabulate the entries on the student poll blanks; the students having the two highest number of votes for a specific office shall be designated as poll nominees for that office except in the case of Judicial Board members.
2. A number of students equal to the number of members to be elected to the Judicial Board plus four shall be designated as poll nominees.

F. Pre-Voting:

1. The candidates for the following offices shall speak to the student body in the order stated below prior to voting: president of the Student Government Association, first vice-president and second vice-president of the Student Government Association, president of Queens Christian Association, president of Recreation Association, and the National Student Association coordinator.
2. Regular chapel shall be suspended during the first week of voting. These periods shall be used for the campaign speeches of the candidates for major offices and for the introduction of the candidates for the supporting offices.

G. Manner of voting:

1. Voting procedure:
In order to win an election a candidate must obtain a majority vote. A majority vote is one vote over half the number of votes cast, ignoring blanks. If half the total number of votes cast is a fractional quantity, the fractional part of the number is dropped, and the whole number is

accepted as the median of the vote. If no candidate receives a majority in the primary voting, a run-off vote between the two candidates obtaining the vote closest to the majority shall be held to determine the winner.

2. Schedule:

a. Week before elections:

(1) On Monday, Tuesday, and Wednesday of the first week of March the nominations of the Nominating Committee shall be posted for the inspection of the student body.

(2) On Thursday of the first week of March the student poll shall be held to obtain two additional nominees.

(3) The entire slate shall be completed and posted by Friday of the first week of March. No candidate may withdraw after Saturday noon of the first week of March.

b. The order of elections:

(1) Monday of the second week of March the following candidates will speak to the student body in assembly: president of the Student Government Association, president of Queens Christian Association, and president of Recreation Association. The chairman of the Judicial Board will be voted on.

(2) Tuesday of the second week of March the following candidates will be voted on: presidents of the Student Government Association, Queens Christian Association, Recreation Association; treasurers of the Student Government Association, Resident Student Council, Day Student Council, Queens Christian Association, Recreation Association; and the May Day co-chairmen.

(3) Wednesday of the second week of March the candidates for the first and second vice-presidents of the Student Government Association shall speak to the student body in student assembly. Also on this day there will be a run-off vote of those candidates who did not receive a majority vote on Tuesday.

(4) On Thursday of the second week of March the following candidates will be voted on: first and second vice-presidents of the Student Government Association; vice-presidents of Day Student Council, Queens Christian Association, and Recreation Association; and the editors of *Coronet, logos,* and *The Flier.*

(5) On Friday of the second week of March there will be a run-off vote of those candidates who did not receive a majority vote on Thursday.

(6) On Monday of the third week of March the candidates for the office of National Student Association coordinator will speak to the student body in student assembly.

(7) On Tuesday of the third week of March the following candidates will be voted on: the secretaries of the Student Government Association, Resident Student Council, Day Student Council, Queens Christian Association, and Recreation Association; the presidents of Belk and Long; and the National Student Association coordinator.

(8) On Wednesday of the third week of March there will be a run-off vote of the candidates who did not receive a majority vote on Tuesday.

(9) On Thursday of the third week of March the following candidates will be voted on: the members at large of the Judicial Board, the

Day Student representatives to Queens Christian Association and Recreation Association; and the presidents of Watkins and Harris Halls.

(10) On Friday of the third week of March there will be a run-off vote of the candidates who did not receive a majority vote on Thursday.

(11) After these elections the classes shall elect their officers and representatives.

H. The following provisions will be observed in all voting:

1. Voting for all offices under the Student Government Association shall be by secret ballot.
2. The Election Committee shall give one ballot to each student.
3. The Election Committee shall tabulate the votes.
4. Registration for voting shall be required. Students shall register on each day of elections at the place of voting.
5. All voting must take place at the place designated by the Election Committee.
6. All voting must take place between the hours of 8:30 a.m. and 5:00 p.m.
7. Not less than two nominees shall run for each office. When all but one nominee have been eliminated because of previous elections, the Election Committee shall submit the name of the student with the highest number of votes as cast on the student poll.

I. Freshman officers and representatives:

1. Not later than the fourth week of the new school year the freshman class shall elect a chairman who shall hold office until the end of the first quarter. At the beginning of the second quarter the freshman class shall elect a president and other officers.
2. The vice-president of the junior class shall act as advisor to the freshman class.

Article IV—Resignations and Impeachments

A. An officer who finds it necessary to resign must submit a written resignation to the council of which she is a member two weeks before she wishes the resignation to be effective.

B. In the event that twenty-five per cent of the electing body feels a student incapable of or incompetent in fulfilling an office included in Article III, section C of the By-laws of the Student Government Association Constitution, these students must present to Student Legislature a signed petition impeaching that officer. A committee shall be formed of all members of the Judicial Board and the Student Legislature, each member having one vote, to hear and act upon the petition. A decision can be made only if a majority of all members of this committee vote to act upon this petition. A vote of two-thirds of this body and the approval of the Advisory Committee shall be required for removal from office.

C. In the event that an officer, under Article III, section C, of the By-Laws of the Student Government Association Constitution, resigns or is removed from office, this vacancy shall be filled by the method of election stated in Article III.